

**LIBR 100 Introduction to Library Research | Spring 2012 (CRN: 43509)**  
**Course website: <https://smccd.mrooms.net/course/view.php?id=39818>**  
**March 20 – May 24, 2012 ONLINE**

Instructor: Michele Alaniz, Librarian	Phone Number: 650.574.6174 (VM) or 415.689.4085 (Google Voice #)
Office Hours: Tuesdays 8-9pm or by appointment via chat, email or phone	Email: <a href="mailto:alanizm@smccd.edu">alanizm@smccd.edu</a>

### **Course Description and Objectives**

This course provides a practical, hands-on introduction to library resources and research. Topics in the course include formulating and refining a research question, library organization, using reference materials, searching the online catalog and periodicals databases, finding credible sources on the Web, avoiding plagiarism, and citing sources.

### **Objectives for this course include:**

- Summarize the information need and create a thesis statement and revise the statement with a manageable focus.
- Students compare and contrast the differences and values of potential information resources.
- Constructs and implements effective and efficient search strategies for searching the library catalog and a research library database
- Demonstrates that sources used for a research project or annotated bibliography are pertinent for the chosen topic.
- Evaluate a web page using a consistent set of standardized criteria to find credible information
- Interpret / Construct a bibliographic citation using the rules of an appropriate citation style
- Describes multiple strategies that aid in avoiding plagiarism or copyright infringement

### **Academic Integrity Policy**

Plagiarism is the use of someone else's language, images, data, or ideas without proper attribution. It is a very serious offense in both academic and professional environments. In essence, plagiarism is both theft and lying: you have stolen someone else's ideas, and then lied by implying that they are your own. Plagiarism will lead to grade penalties. It might also result in you failing the course and/or having the incident permanently noted in your CSM student records. If you are unsure what constitutes plagiarism, it is your responsibility to educate yourself, or ask for clarification, before you hand in written work.

### **Required Texts and Materials**

- Quaratiello, A. R. (2011). College student's research companion (5th ed.). New York, NY: Neal Schuman. ISBN: 9781555707293. The textbook is on 2-Hour RESERVE AT CSM LIBRARY and available for purchase in the CSM Bookstore. You can also find this book at [amazon.com](http://amazon.com).
- Class Website: <https://smccd.mrooms.net/course/view.php?id=39818> (available March 20)
- Library Card from a Peninsula Library System (PLS) library or local library that offers access to subscription databases.

## Course Outline:

Timeline	Weekly Topics*
<b>Unit 1:</b> 3/20-3/26	Review of syllabus; explore class WebAccess site; Intro to the Information cycle
<b>Unit 2:</b> 3/27-4/1	Research Strategies & Refining a topic; Searching the Library Catalog; Boolean and Advanced Search strategies within the Library Catalog
<b>Spring break</b> 4/2-4/8	No class
<b>Unit 3</b> 4/10-4/16	Organization of Academic Libraries & Library of Congress Classification System
<b>Unit 4</b> 4/17-4/23	Reference Sources (Print and Online)
<b>Unit 5</b> 4/24-4/30	Periodicals; Databases and advanced search techniques; eBooks
<b>Unit 6</b> 5/1-5/7	Searching the Web and Evaluating Web resources; Subject Directories
<b>Unit 7</b> 5/8-5/14	Citing Sources and plagiarism; copyright; useful tools for citing sources
<b>Unit 8</b> 5/15-5/24	Summary and discussion; Final project due by 5/24 @ 11:55pm. No late projects accepted.

\*Course readings and assignments posted in WebAccess.

## Grading Policies and Assessment Standards

**ASSIGNMENTS POLICY:** Your grade for the semester will be based on the following assignments and activities. All assignments, quizzes and final project will be given points.

**Class Assignments:** All class assignments must be typed. Papers must be formatted with double line spacing, 1" margins, and a standard font such as Times or Arial set at 12-point size. Details of the class assignments will be posted on WebAccess. Assignments are due at 11:55pm on the day of the assignment. All late assignments will be graded down one point per day late. Assignments later than one week will not be accepted.

**Quizzes:** Some sections of the quizzes will have true/false, multiple choice and short answer questions.

**Final:** The final project for this class will be an annotated bibliography. This process will be discussed throughout the course. This does not entail writing a paper, but going through the research steps to write a paper. This includes determining your information needs, locating needed materials, critically

evaluating your sources, and creating proper citations for the materials gathered. The work that you will do throughout the course will contribute to the annotated bibliography.

**Class Participation:** Students are expected to participate in class in order to accrue participation points. This will take place in the online discussion boards in WebAccess.

**Important registration dates:**

Last Day to drop this short course and get full refund	March 22, 2012
Short courses dropped on or before this date will not appear on the student's record	April 10, 2012
Last day to drop this short course with a "W"	May 10, 2012

<b>Course Work</b>	<b>Points</b>
Quizzes (3 total)	30
Assignments	20
Class Participation	15
Final Project [must be submitted to pass this class]	35
Total	100
Extra Credit [offered at discretion of instructor]	5

**Grading:** Students have the option to receive a letter grading or a Pass (P) or No Pass (NP) grading. Students must earn at least Satisfactory to receive a passing grade.

A	Excellent	90 – 100 %
B	Good	80 – 89 %
C	Satisfactory	70 – 79 %
D	Less than Satisfactory	60 – 69 %
F	Failing	0 - 59 %

**Accommodations for Students with Disabilities**

Students requiring accommodations for a certified disability that may affect class performance are requested to schedule an appointment during the first week of the semester with a staff member at the Disability Resource Center (DRC) so that appropriate arrangements can be made. The DRC is located in Bldg. 16 Room 150. Phone: 650-574-6438